

## LABORATORY TECHNICIAN I

**POSITION SUMMARY:** This is technical laboratory work performing standardized chemical and bacteriological testing. Employees in this class are responsible for performing laboratory tests on the public water supply, wastewater and/or other material. While the nature of this testing is highly technical, it is performed according to well established procedures. Within its prescribed limits, the testing and laboratory work is performed with considerable independence and without close supervision.

**SUPERVISION RECEIVED:** Work is performed under the Laboratory Services Manager, Laboratory Supervisor, Chemist, or their designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Performs chemical, physical, and bacteriological analyses of water, waste water, and other materials.
2. Collects samples at the Utility Plants and in the field.
3. Enters data and prepares, maintains, and files records and reports.
4. Assists with special projects.
5. Keeps laboratory glassware, instruments, and sample containers clean and orderly.
6. Prepares solutions, broths, and reagents.
7. Washes, cleans and sterilizes laboratory equipment.
8. Maintains inventory of laboratory equipment and supplies.
9. Maintains a neat and safe working place.
10. Attends conferences, training sessions and other continuing education opportunities to acquire and maintain knowledge of current industry techniques, practices, and regulations.
11. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelors degree in Chemistry, Biology, Environmental Science or related field, preferably supplemented by experience in a laboratory environment. An equivalent combination of education, training and experience may substitute for the degree requirement.
- B. Progress toward lab analyst certification or State-issued operator licensure.
- C. Demonstrated knowledge of standard laboratory principles, techniques, terminology,

equipment, and materials.

- D. Knowledge of modern approved principles, practices and procedures of chemical and bacteriological testing.
- E. Awareness of current and emerging technology, regulations, and approved methods for water and wastewater treatment and analysis.
- F. Ability to follow established procedures for performing tests and to perform technical work with a high degree of accuracy and precision.
- G. Ability to prepare, assemble, and maintain accurate records, charts, statistical analyses, and reports.
- H. Demonstrated skill in the operation of office and laboratory equipment.
- I. Ability to work in a team and with minimal supervision.
- J. Ability to establish effective working relationships and use good judgment and resourcefulness when working with staff, vendors, other governmental agencies and the public.
- K. Possession of a valid Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a Water and/or Wastewater laboratory at either Utility Plant and in a business office setting, as well as in the field and around the Plants. The noise level in the work environment ranges from noisy to quiet. While working in the laboratory, circumstances may occur that may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear.

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